

## My Playlists:

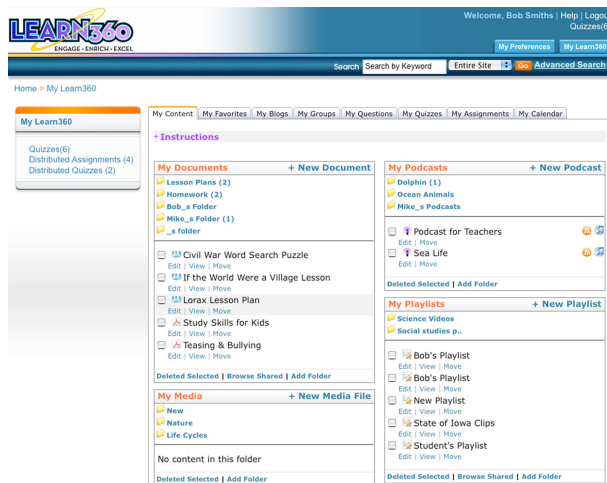
Learn360 users have the option of creating playlists that may contain video and audio files. A playlist allows you to group videos together in any combination and order you choose. Playlists can be played in sequential order, which can help tailor a lesson plan. You also have the option of sharing your playlists with others on Learn360.

### Add a New Playlist:

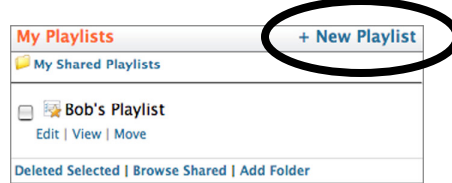
Adding a new playlist from within My Learn360 gives users a selection of custom-ordered streaming content. Playlists can be created directly from the Player Page, the Browse By menu or from your My Learn360 section. Teachers can choose which video and audio clips best suite their educational needs.

(Creating a new playlist from My Learn360 or the Browse By menu does not add content to a playlist. To add content see **Create Playlist on Fly/Add Content to Playlist**).

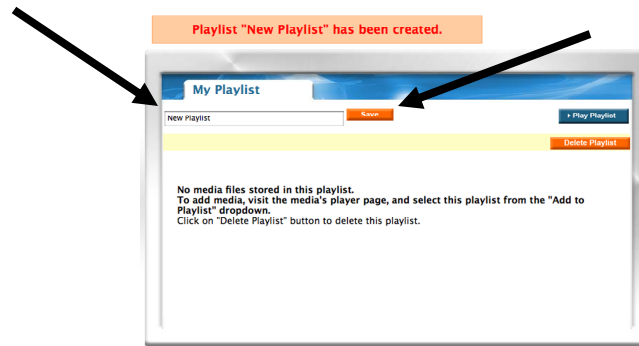
- To create a playlist on My Learn360, click on the **My Learn360** link. You will then see eight different tabs.



- The **My Content** tab will appear by default (above).
- Under the **My Content** tab you will see different sections (My Documents, My Media, My Podcasts, My Playlists and My Slideshows).
- Scroll to the **My Playlists** section, and click on **+ New Playlist**



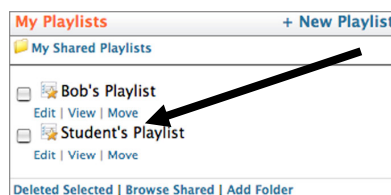
- A new window will then appear asking you to create a name for your playlist.



- Name the playlist and click **Save**.
- The orange prompt bar above the **My Playlist** tab will notify you that your new playlist has been saved.

Playlist "Student's Playlist" has been saved.

- You will now be able to view your new playlist under **My Playlists**.



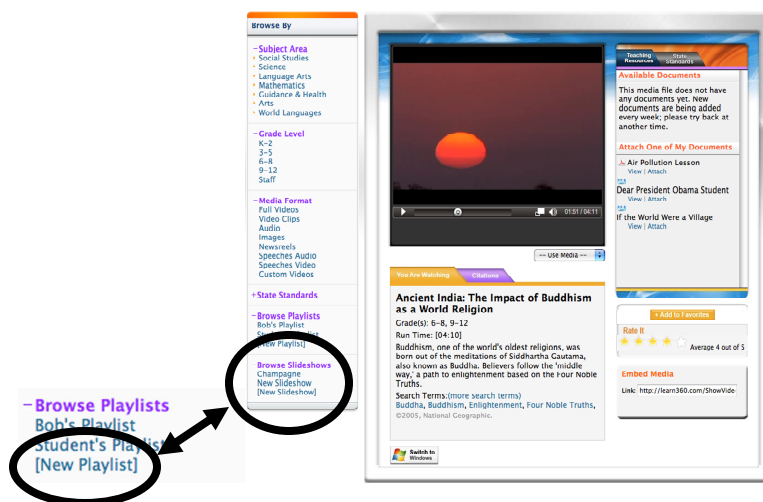
To add content to the playlist, see **Adding Content**

### Creating a Playlist from the Browse By Menu:

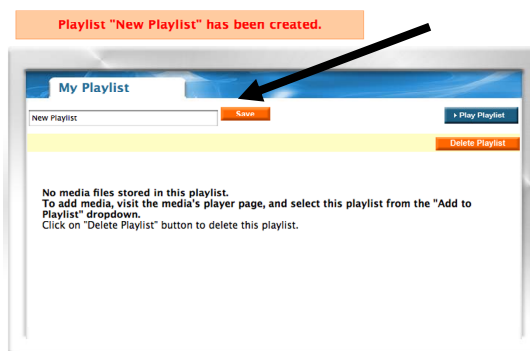
This is very similar to adding a playlist to your **My Content**. Both ways create empty playlists that can have content added to them.

Adding a playlist from the **Browse By** menu can be done from any page with the **Browse By** menu on the left of the page.

- Click [**New Playlist**] under - **Browse Playlists**.



- A new window asking you to create a playlist name will appear.



- Name the playlist and click **Save**.
- The orange prompt bar above the **My Playlist** tab will notify you that your new playlist has been saved.

Playlist "Student's Playlist" has been saved.

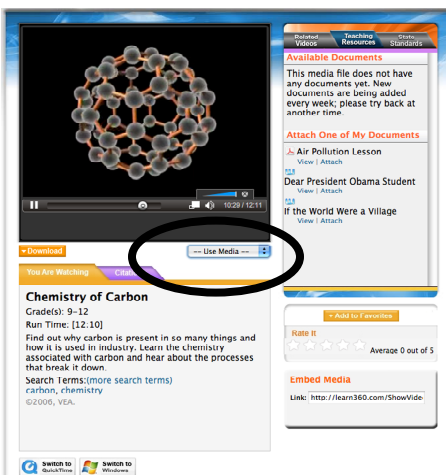
- Your new playlist will be available from the **Browse By** menu or from My Learn360.

### Creating a Playlist on the Fly/Adding Content to a Playlist:

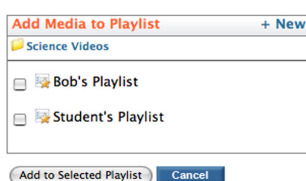
This is an easy way to create a convenient video list without having to use the **My Learn360** tab. On the fly playlists can be created while on a video player page. Video and audio clips can be added to current playlists.

While viewing any video or audio file, you can choose to add that video or audio file to a playlist. You can use a playlist you have already set up or you can create a new one on the fly. To add content to a playlist, you must be on the player page.

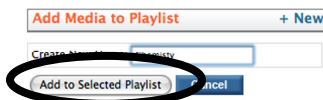
- To add content from the player page, click the drop down arrow next to **Use Media** below the movie.



- After clicking the **Use Media** drop down arrow you have two options to choose from: **Add to Playlists** and **Add to Assignment**.
- Click **Add to Playlists**.
- An **Add Media to Playlist** box will appear allowing you to choose a current playlist or create a new one.
- If you choose to create a new playlist click **+ New**



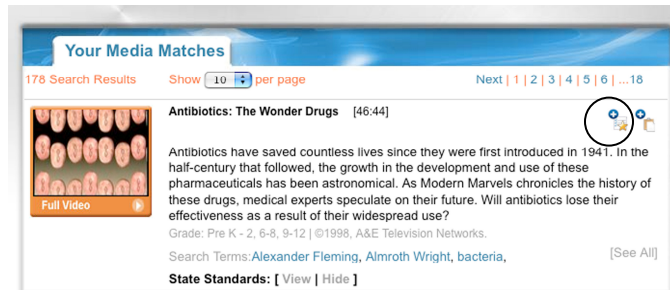
- If you want to add that video to an already existing playlist, select the playlist you wish to add the movie to by clicking the box next to the corresponding title.
- Then click **Add to Selected Playlist**.
- After choosing **+ New**, you will need to create a new name for the playlist and click **Add to Selected Playlist**.



- You will now be able to see your new playlist when you click the **My Learn360** link.

Users can also add media to a playlist from the search results page.

- Click the icon circled to the right of the media you wish to add to the playlist, seen below, and the media will be added to the playlist.

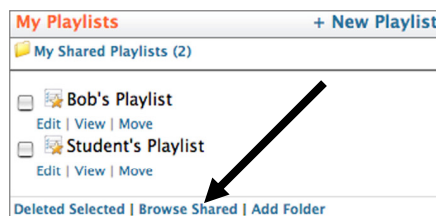


### Add a Shared Playlist to your My Playlists folder:

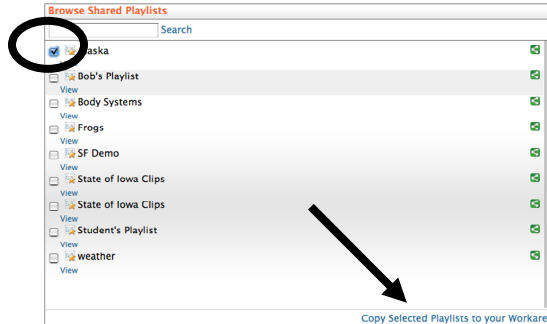
Adding other shared playlists to your **My Playlists** section is a great way to get a fresh perspective in the classroom by using other teachers media.

- To search for playlists from other Learn360 users, click the **Browse Shared** link.

You will only be able to access playlists from other accounts within your level of access or greater (If your Learn360 account is at the district level you will only be able to see shared playlists from the district level and all of Learn360). Playlists that were shared only between specific schools within that district are not subject to district shared playlist searches.



- You are able to search for other shared playlists by using the keyword search and then clicking **Search**.
- If the search has found relevant playlists, they will appear below.
- To add shared playlists to your **My Playlists** section, check the box next to the title you wish to add (a check mark should appear in the box).
- Click the **Copy Selected Playlists to your Playlists** link.

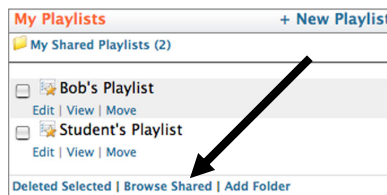


- The playlist you have just added will appear in your **My Playlists** section.

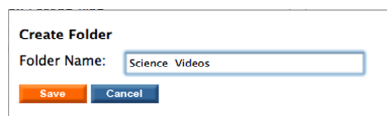
### Adding a Folder:

Adding folders to your **My Playlists** is a great way to organize your playlists. Many teachers may find this helpful when coordinating videos with certain classes.

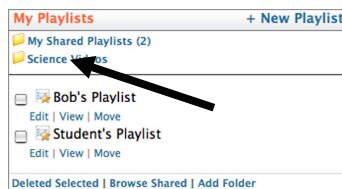
- When you are looking at the **My Playlists** section, to add a folder you simply click **Add Folder** toward the bottom right.



- This will open a **Create Folder** window.
- Type in a name for the folder and click **Save**.

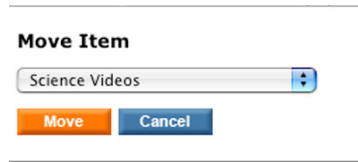


- The new folder will appear under **My Playlists**.



### Moving Playlists:

- To move a playlist, click the **Move** link under the playlist you wish to re-locate.
- A popup will appear with a dropdown menu with each folder you have created for your playlists.

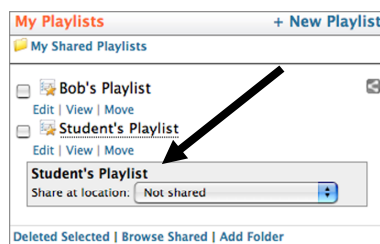


- Choose the folder that you would like your playlist to go to, and then click the **Move** button.
- Your playlist will then appear in the folder you selected (the number in parenthesis next to the folder will increase by one).

### Sharing a Playlist:

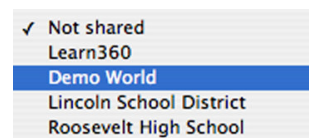
Sharing a playlist is a great way to for others to see how you have implemented streaming videos for specific subject matter. This enables teachers to share video streaming ideas with one another and how it can help students with all different subject areas.

- Once a playlist has been made you will see the playlist appear in your **My Playlists** section (pictured below).
- To share the playlist, click on the playlist name.
- A drop down menu will appear directly below it.



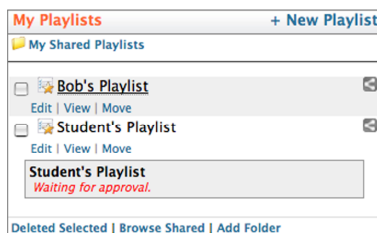
- Click the drop down bar next to **Share at Location**.
- Once you click the drop down menu you will see available sharing options.

Example:



This is an example (above) of some options you may see (depending on how your Learn360 account is set up you may see more or less options). Here you can choose to share with all of Learn360, Demo World, Lincoln School District, or Roosevelt High School. Since Roosevelt High School is part of Lincoln School District, if you choose Lincoln School District, schools within that district would also be able to access your shared playlists.

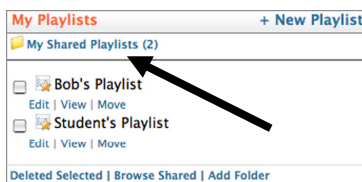
- After you have selected where you would like to share your playlist, a red prompt will appear saying “**Waiting for approval**”.



The recently uploaded playlist has to be approved by an administrator. Once the playlist receives administrative approval, it can successfully be shared.

Once approved, the new-shared playlist will appear in your **My Shared Playlists** folder. The quantity in parenthesis will increase by the number of documents that were approved and shared. Both playlists were shared and approved so there are now two shared playlists.

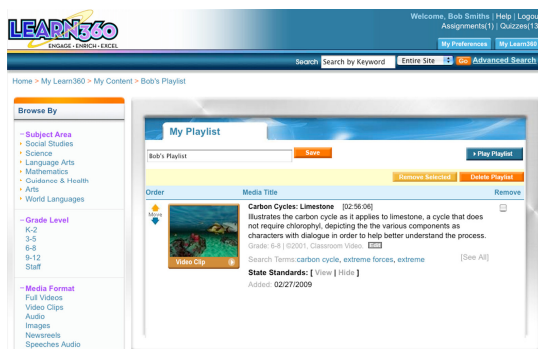
(Your **My Shared Playlist** folder always retains a copy of a shared playlist that you can edit or delete.)



### Edit a Playlist:

- To edit a playlist, click on the **Edit** link underneath the playlist title you wish to edit.
- This will bring you to the page where you can change the title of the playlist, along with removing media from the playlist or even deleting the playlist all together.





- When you have made your changes, click the **Save** button and your playlist will be updated.

**If you need any additional help, contact our support team at 1-877-279-4090**